

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 00-4****TO: All Eligible Jurisdictions and Interested Parties****DATE: March 14, 2000****SUBJECT: CDBG Financial and Accomplishment Report (Replacing Cash Request and Program Activity Report Forms)****FINANCIAL AND ACCOMPLISHMENT REPORT**

This notice is to advise CDBG grantees that the CDBG Cash Request Report and Program Activity Report have been revised into a new report form, called the Financial and Accomplishment Report (FAR). The new FAR combines the old Cash Request and Program Activity Report forms into a single form and also captures the following information:

- Residential rehabilitation loan funds deposited into an escrow account.
- Interest earned on grant funds.
- Residential rehabilitation loan funds deposited into a lump-sum account.

Attached to this management memorandum is a copy of the new FAR and the instructions for completing the new form. Also, the form is available as a pdf file, an Excel 2000 document, or a Word 2000 document and is available on the HCD Website: <http://housing.hcd.ca.gov/ca/cdbg>.

The old forms will be used through March 31, 2000, which coincides with the report period covered by the semi-annual PAR.

Starting with the **report period of April 1 to June 30, 2000**, the new **FAR** will be required. The **Cash Request Section of the FAR** should be used to **request cash** starting in **April, 2000**.

If you have any questions regarding the new Financial Accomplishment Report, please call Beth Wilburn at (916) 327-3642 or Harold Nakatsu at (916) 327-3619.